

Privacy Notice – Visitors



Introduction

Under data protection law, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about visitors. The overarching privacy notice detailing how we process data may be found on our school website.

We, the United Schools Federation, are the ‘data controller’ for the purposes of data protection law.

Our Data Protection Officer is provided by i-West (see ‘Contact us’ below).

The personal data we hold

We hold minimum data which we may collect, use, store and share (when appropriate) includes:

- Full name
- Details of who you are visiting
- Time and date of arrival
- Time and date of leaving
- Photograph
- Car registration number if parking in school grounds

Why we use this data

- As a visitor we capture your personal data for the purpose of fire safety, safeguarding yourself and others. We use this to locate you in an emergency and protect your vital interests. We keep visitor data for six years.
- For car registration data we capture this for yours and our legitimate interests to ascertain if you are being blocked, or are blocking others in, or if there is a problem with your vehicle. For safeguarding purposes we need to know whose car is in our school car-park.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. In such cases, we will cease to process the data unless another lawful basis applies – for example in connection with our safeguarding responsibilities. We will make this clear requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

For safeguarding purposes we require all visitors to our school to sign in and out of the building and grounds. You can choose whether or not to provide this information to us but if you choose to do this we may not be able to invite you into our school.

How we store this data

Personal data we collect as part of the visitor process is stored in line with our data retention policy, which is available upon request. In normal circumstances our visitor information will be stored for six years unless there is good reason for us to retain it for a longer period – for example in conjunction with our safeguarding responsibilities or if notified of a legal claim

When it is no longer required, we will delete or securely dispose of your information.

Data sharing

We do not share information about you with any third party without your consent, unless the law and our policies allow or require us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Statutory bodies – to meet our legal obligations

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if we are processing it on the basis of public interest; the exercise of official authority, or legitimate interests, in which case we will consider your objections particularly those around damage or distress, and balance them against the interests of the School to continue to process the data
- Object to your data being used to send you direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- Request that inaccurate data is amended
- In certain circumstances, have personal data deleted or destroyed, or the processing of the data restricted

To exercise any of these rights, please contact the school office or our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please consider raising this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact your school office or Mr. Colin Randall or Mrs Wendy Heathman via admin@stmichaels.education or 01626 352854.

or our Data Protection Officer:

- i-west@bathnes.gov.uk 01225 395959